

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE	
Caltrans Landscape Maintenance Leadworker	06 South Region / 612 Bakersfield Landscape	
WORKING TITLE	POSITION NUMBER	EFFECTIVE
Caltrans Landscape Maintenance Leadworker	906-610-6296-xxx	05/14

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT: Under the supervision of a Caltrans Maintenance Supervisor incumbent will operate vehicles requiring a Class B Driver's License with a Tank endorsement and work with and assist in supervising the work of a crew engaged in landscape maintenance work on planted areas bordering freeways and highways, or a specific project or area; and if appropriately qualified and properly licensed may operate specified Caltrans equipment. May also be assigned to perform duties usually assigned to the Class of Caltrans Highway Maintenance Leadworker as part of their normal assignment. Will work with automated irrigation system. Work hours usually will be 7:00 AM to 15:30 PM. To help the Department with scheduling, incumbents may be asked to work alternate work shifts; such as but not limited to 9/80, 4/10 or night work, or switch to summer work hours of 6:30 AM to 3:00 PM based on crew assignment.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

- | | |
|---------|---|
| 50% (E) | Work with or assist in the supervision of a crew engaged in landscape maintenance work on planted areas bordering freeways and highways including pruning, weeding and other related work; use of a variety of hand and power tools. Will work with automated irrigation systems, working closely with Districts water manager. Will also perform a variety of activities in support of the Department's Storm Water Pollution Prevention Program. Maintenance station custodial work as well as working in the Safety Roadside Rest Area may also be included in the duties of the position. |
| 20% (E) | Irrigation of landscaping, maintenance and minor repair of irrigation systems, both manual and automated. |
| 15% (E) | Operation of motor vehicles and other motorized equipment. |
| 10% (E) | Herbicide and pesticide application.. |

- 5 % (M) Assist in highway maintenance work including shoveling, culvert cleaning, sign replacement, carcass removal, litter removal, traffic control, hand patching and fence repair.

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

SUPERVISION EXERCISED OVER OTHERS

Acts as the Leadperson with a crew to carry out assignments made by the supervisor.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- ◆ Must have knowledge of methods, materials, and equipment used in planting and maintaining shrubs, various types of ground cover, and trees
- ◆ Must have knowledge of shrubs, ground cover, and ornamental trees grown in California
- ◆ Must have knowledge of erosion control, plant pests and diseases and methods of their control and eradication
- ◆ Must be knowledgeable in the mixing and application of various pesticides
- ◆ Must have knowledge of remote irrigation control systems
- ◆ Must have knowledge of the principles of effective supervision
- ◆ Must have knowledge of safety practices and traffic regulations
- ◆ Must have knowledge of the basic occupational safety and health regulations in Title 8 Industrial Relations – Construction and General Industry Safety Orders
- ◆ Must have knowledge of the safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program
- ◆ Must have knowledge of basic safe work practices
- ◆ Must know the Leadworker's role in maintaining an effective Injury and Illness Prevention Program.
- ◆ Must have the ability to Interpret simple blueprints and sketches
- ◆ Must have the ability to direct the work of others
- ◆ Must have the ability to keep time records and simple costs records of materials, equipment, and expenses
- ◆ Must have ability to assist in work relating to maintenance, and landscape equipment
- ◆ Must have ability to analyze situations accurately and take effective action.
- ◆ Must have Class "B" commercial drivers license with Tank Endorsement

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

When confronted with emergency situation, the Caltrans Landscape Maintenance Leadworker judgement should consider the protection of lives, the environment and property. Improper safety practices could cause serious accidents or injury to self, co-workers or the traveling public.

PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with California Highway Patrol representatives, other government agency representatives and members of the public as well as all levels of Caltrans Management.

PHYSICAL, MENTAL AND EMOTIONAL EQUIREMENTS

The incumbent will be required to wear safety equipment, such as earplugs, hardhats, gloves, rain gear, rubber boots, coveralls, eye protection, and breathing apparatus. The incumbent will be required to routinely move heavy objects weighing up to 50 lbs. or more, stand or sit for prolonged periods, bending, stooping, and or kneeling. The incumbent may have to walk on uneven surfaces, climb slopes, ladders. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situation, recognize emotionally charged issues or problems, and acknowledge the various responses.

WORK ENVIRONMENT

Incumbent can expect to be outside in all kinds of weather and subject to environmental conditions. The work is physically demanding and requires stamina and ability. In addition, the job will require incumbent to work on or near roadways with vehicular traffic. Incumbent may be required to work with and around heavy equipment, hot and/or pressurized materials/chemicals used for highway maintenance work. Workers may be required to work rotating or irregular shifts, including weekends, nights, holidays and in emergency situations. Must have a maximum 30 minute response time to assigned maintenance station in order to be considered for overtime call-outs.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

Employee Name (please print)

Employee signature

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor Name (please print)

Supervisor signature

Date